

# General Risk Assessment Report

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**For:** Morag Robinson – Office Manager

**At:**

Thame Town Council  
Town Hall  
Thame  
Oxon  
OX9 3DP

**By:**

Colleen Hickey

**Visit Date:**

26 November 2015

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# Introduction

## Purpose of Report

This document, prepared on your behalf by Ellis Whittam Ltd, is your health and safety general risk assessment as required by the Management of Health and Safety at Work Regulations 1999, it identifies the significant health and safety issues that are relevant to your business.

The objective of this report is to inform you of what actions you must take to meet your legal obligations under the many and various pieces of health and safety legislation currently in force.

In completing the actions recommended you will not only reduce the likelihood of legal action being taken against your company you will also reduce your liability to any claims brought by employees or

others arising from an accident, incident or case of ill health.

Risk assessment is the key to successful health and safety management and is a legal duty found in many regulations, this report identifies within each of the subject general risk assessments **when you are required to carry out a more detailed and specific risk assessment.**

In compiling this report every effort has been made to cover the significant hazards likely to affect your business and is a result of the observations made by the consultant during their visit and discussions held with your staff. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered.

**Remember advice on this report or any health and safety issue is available from the Ellis Whittam Advice Line / Tel: 0845 226 8393**

# Introduction

## About Risk Assessment

**Risk Assessment** involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the

business and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable. The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public. Your business may be controlling risks in various ways; determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but the measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that you bring the significant findings of this risk assessment to the attention of your employees.

### Explanation of Risk Ratings Used

**"High Risk"** relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

**"Medium Risk"** relates to the possibility of a serious injury or serious health effect.

**"Low Risk"** relates to the occurrence of a minor injury or reversible minor health effect.

**"Insignificant Risk"** relates to an activity which presents no greater risk than that associated with life in general.

# Introduction

## Scope

This report will look at processes and procedures in place and, where identified, the need for further measures. Thame currently employs sixteen staff, covering a variety of roles within the Town Council.

## Areas Covered/Not Covered

Areas that were seen today include the Town Hall, the Depot and Southern Road. Duties performed by the grounds maintenance team were not assessed.

## Attendees:

I was accompanied and assisted during this visit by Office Manager Morag Robinson, Maintenance Manager Mark Pinnell and Health & Safety coordinator Janine Howells.

## Company Summary

Thame Town Council is the parish authority for Thame, which has a population in excess of 11,000. The Town Council is a service provider for the Thame community, an influencer and conduit for local views, working effectively and efficiently in partnership with other organisations.

# Executive Summary

Priority Area Actions				
<p><b>Priority 1: Immediate Action Required</b></p> <p>A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).</p>	<p><b>Priority 2: Short Term Action Required</b></p> <p>Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.</p>	<p><b>Priority 3: Medium Term Action Required</b></p> <p>A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.</p>	<p><b>Priority 4: Longer Term Action Required</b></p> <p>Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.</p>	<p><b>Priority 5: Review as Part of Business Plan</b></p> <p>No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.</p>
<p><b>Required Actions Identified</b></p> <p><b>0</b></p>	<p><b>Required Actions Identified</b></p> <p><b>4</b></p>	<p><b>Required Actions Identified</b></p> <p><b>30</b></p>	<p><b>Required Actions Identified</b></p> <p><b>6</b></p>	<p><b>Required Actions Identified</b></p> <p><b>0</b></p>

## SWOT Analysis

<p style="text-align: center;"><b>Strengths</b></p> <p>Managers remain proactive and enthusiastic in their aim to ensure health and safety monitoring processes are followed in an accurate and timely manner. There are a number of good practises in place.</p>	<p style="text-align: center;"><b>Weaknesses</b></p> <p>Some local procedures will need to be reviewed. The management team are aware of this and are working to develop and implement further procedures and controls.</p>
<p style="text-align: center;"><b>Opportunities</b></p> <p>The management team has the opportunity to increase their health and safety management process. They have systems, procedures and experience to draw from both within the organisation and with the assistance of Ellis Whittam.</p>	<p style="text-align: center;"><b>Threats</b></p> <p>By actioning the recommendations from the action plan the site can reduce the risk of enforcement, accidents and improve the safety and well-being of staff and others that may be on site.</p>

## Safety Action Plan

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Asbestos	2	Carry out a review survey of the Depot to determine ongoing condition of any asbestos materials. The last report available appears to have been completed in January 2008.	10/01/2016	
Electrical Safety	2	Arrange for the fixed electrical wiring test for Southern Road Depot, to achieve compliance with the Electricity at Work Regulations 1989. Maintain a copy of the test certificate on file.	10/01/2016	
Passenger & Goods Lifts	2	The lift car should be fitted with an audible alarm button/telephone.	10/01/2016	
Passenger & Goods Lifts	2	Ensure that the audible alarm/telephone is checked regularly and record all tests.	10/01/2016	
Cleaning- General	3	Provide training for employees on the safe system of work.	10/03/2016	
Cleaning- General	3	Where necessary ensure a written safe system of work is available.	10/03/2016	
Cleaning- General	3	Keep records of training.	10/03/2016	
COSHH	3	Carry out a COSHH Assessment for each hazardous substance in use or created.	10/03/2016	
COSHH	3	Review and update staff COSHH acknowledgment forms and consider an index at the beginning of the Safety Data Sheet file at the Depot.	10/03/2016	

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
COSHH	3	Provide relevant employees with information, instruction and training on the risks to health associated with the use of hazardous substances. Record any specific training provided.	10/03/2016	
COSHH	3	Arrange for the storage of hazardous substances to be reorganised. Please ensure chemical storage cupboard in the kitchen at the Town Hall is secured.	10/03/2016	
Electrical Safety	3	Provide additional electrical sockets at the Town Hall to minimise the use of multi-point adaptor sockets and/or reduce the risk from trailing wires. Never connect extension leads together, as noted today. Combining extension leads puts additional stress on the sockets and fuses and can cause them to overheat and potentially catch fire, should their safety fuses fail.	10/03/2016	
Fire Safety Overview	3	Carry out or commission a specific fire risk assessment for the Depot.	10/03/2016	
Fire Safety Overview	3	As this is the only evacuation route from the first floor please provide under-stair 30 minute fire protection at the Depot, as discussed previously.	10/03/2016	
Fire Safety Overview	3	Relocate external wood pile currently stored next to the Depot wall as this could present an arson risk.	10/03/2016	
Fire Safety Overview	3	Improve the fire evacuation time. To do this, you will need to understand the reasons for the delays and overcome these. Practice the evacuation until the premises can be evacuated within 3 minutes.	10/03/2016	

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Fire Safety Overview	3	Ensure that by staff shouting "Fire, Fire, Fire" can be heard in all occupied parts of the Depot.	10/03/2016	
Fire Safety Overview	3	Indicate the location of the assembly point(s) on fire action notices. Complete fire action notices at the Depot.	10/03/2016	
Fire Safety Overview	3	Ensure fire door at the Depot, which is extremely difficult to open and now poses a significant risk in the event of a fire, is repaired or replaced at the earliest opportunity, as discussed.	10/03/2016	
First Aid	3	Nominate one person to take charge of the first aid kits to ensure that the FA box in the Town Hall can be accessed easily e.g. Very difficult to open. Ensure the small first aid kit at the Depot is included in the regular contents checking regimes.	10/03/2016	
H&S Management	3	The Health and Safety Policy is being reviewed by Ellis Whittam and will be sent to you in due course.	10/03/2016	
Ladders	3	Record all instruction and training given to ladder users.	10/03/2016	
Legionella Bacteria	3	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.	10/03/2016	
Legionella Bacteria	3	Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C.	10/03/2016	

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Legionella Bacteria	3	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	10/03/2016	
Lone Working	3	Define activities which can and cannot be undertaken alone. Adopt a policy that states mandatory and prohibited activities.	10/03/2016	
Lone Working	3	Undertake a risk assessment which covers all work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk.	10/03/2016	
Passenger & Goods Lifts	3	Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.	10/03/2016	
Stress	3	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.	10/03/2016	
Work Equipment	3	Arrange for work equipment in the Depot e.g. Pump truck and the Air compressor (as per the previous reports recommendation) to undergo regular inspection and planned maintenance as appropriate.	10/03/2016	

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Work Equipment	3	Keep records of inspections and maintenance for work equipment readily available to view.	10/03/2016	
Workplace HSW	3	Inspect loose paving stones at the entrance to the Southern Road premises as they are uneven and may become a trip hazard.	10/03/2016	
Workplace HSW	3	Review cause, and repair damp area (in the entrance hallway of the Depot) as discussed.	10/03/2016	
Workplace HSW	3	Review provision of ventilation in the showers at Southern Road, as there is evidence of mould on the ceilings.	10/03/2016	
Fire Safety Overview	4	Consider increasing fire extinguisher checks to weekly checks.	10/12/2016	
H&S Management	4	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	10/12/2016	
Legionella Bacteria	4	Keep records of all checks and samples taken. Records should be kept for 2 years.	10/12/2016	
Stress	4	Establish a stress policy in consultation with employees and bring to the attention of all.	10/12/2016	
Stress	4	Provide employees with information on stress.	10/12/2016	
Workplace HSW	4	Consider provision of a maintenance regime for the main shutter doors at the Depot.	10/12/2016	

## Asbestos

Hazards	Risk Rating	People Exposed
Inhalation of asbestos fibres	Medium	All Employees Contractors Maintenance Staff Visitors

### Current Controls

Subject Area	Controls in Place
Asbestos- Management	<p>A plan or register showing the location of all asbestos containing materials and presumed asbestos containing materials is available.</p> <p>A procedure is in place to ensure that anyone liable to disturb asbestos containing materials is made aware of its location.</p> <p>The Town Hall was assessed in November 2015 as was Southern Road, to identify the presence of asbestos. The report for Southern Road is still awaited.</p>

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
2- Short Term Action Required	Carry out a review survey of the Depot to determine ongoing condition of any asbestos materials. Last report available appears to have been completed in January 2008.

## Cleaning- General

Hazards	Risk Rating	People Exposed
Slips, trips and falls	Medium	All Employees Visitors

### Current Controls

Subject Area	Controls in Place
Cleaning- Barriers & Notices	Where applicable safety warning barriers and/or notices are used during cleaning work.
Cleaning- Hazardous Substances	<p>Hazardous substance containers are clearly marked.</p> <p>Hazardous substance containers are kept closed when not in use.</p> <p>Hazardous substances are stored in their original containers.</p> <p>MSDS are not required by virtue of low hazard nature of product(s) involved.</p> <p>MSDS have been obtained for all hazardous cleaning substances.</p> <p>Use of hazardous cleaning materials and substances is restricted to trained/experienced authorised persons only.</p>
Cleaning- Personal Protective Equipment	<p>PPE is replaced when required.</p> <p>Suitable personal protective equipment is provided and used by all employees undertaking cleaning activities, i.e., rubber gloves, disposable gloves, tabards etc.</p>

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**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	Provide training for employees on the safe system of work. Where necessary ensure a written safe system of work is available. Keep records of training.

## Contractor Management

Hazards	Risk Rating	People Exposed
Uninsured losses Injury to public Injury to contractors Injury to staff	Medium	Contractors Employees Members of Public

### Current Controls

Subject Area	Controls in Place
Contractor Management- Contractor Competence	Contractors are provided with relevant information on your safety policy and applicable rules. Contractors supply relevant, comprehensive, current health and safety documentation. The contractor has adequate health and safety systems in place and is health and safety aware. The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor.
Contractor Management- Contractor Competence (2)	If the contractor is an employer, they hold adequate employers liability insurance. The contractor holds adequate professional indemnity insurance cover.
Contractors- Supervision and Checks	Checks are carried out to ensure installation or working practices are carried out correctly.

## COSHH

Hazards	Risk Rating	People Exposed
<p>Exposure by: Inhalation, skin contact, contact with eyes, injection.</p> <p>Hazardous substances including: general domestic cleaning products and chemicals used at the Depot.</p>	Medium	<p>All Employees</p> <p>Contractors</p>

## Current Controls

Subject Area	Controls in Place
COSHH- Health Surveillance	I understand that health surveillance would be available for employees exposed to hazardous substances via Oxfordshire County Councils Occupational Health provision, if required.
COSHH- Information and Assessment	<p>A list of the hazardous substances used on the premises has been created.</p> <p>Health and safety data sheets have been obtained from the suppliers for all substances hazardous to health used or stored.</p>
COSHH- Information and Assessment (2)	The list of substances hazardous to health is regularly reviewed and revised as necessary.
COSHH- Storage of Hazardous Substances	Substances hazardous to health are stored safely.

**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	<p>Arrange for the storage of hazardous substances to be reorganised. Please ensure chemical storage cupboard in the kitchen at the Town Hall is secured.</p> <p>Provide relevant employees with information, instruction and training on the risks to health associated with the use of hazardous substances. Record any specific training provided.</p> <p>Carry out a COSHH Assessment for each hazardous substance in use or created.</p> <p>Review and update staff COSHH acknowledgment forms and consider an index at the beginning of the Safety Data Sheet file at the Depot.</p>

## DSE Management

Hazards	Risk Rating	People Exposed
Unsuitable computer screen	Medium	DSE Users

### Current Controls

Subject Area	Controls in Place
Display Screen Equipment- Corrective Appliances	Corrective appliances are provided for users who require them for DSE work.
Display Screen Equipment- Eye and Eyesight Tests	All users have been offered eye tests. Records are kept of those users taking up the eye test.
Display Screen Equipment- Information, Instruction and Training	DSE Users have been provided with information, instruction and training on how to set up their workstation.
Display Screen Equipment- User Identification	Some employees have been identified as users.
Display Screen Equipment- Workstation Assessments	DSE assessments are routinely reviewed at least annually. DSE workstation assessments have been completed.

## Electrical Safety

Hazards	Risk Rating	People Exposed
Electric shock, fire and explosion.	Medium	All employees Contractors Maintenance Staff

### Current Controls

Subject Area	Controls in Place
Electrical safety- Additional	All electric cupboards and switch rooms are secured to prevent unauthorised access. Electrical switchgear areas are free from storage of combustible products.
Electrical Safety- Fixed Wiring Checks	Fixed wiring tests were last carried out in December 2011 by contractor J H Bodigian, and will be re-tested in 5 years' time. The Town Hall is being inspected in December 2015, I understand, but no records are yet available.
Electrical Safety- Portable Appliance Testing	Portable appliance testing, as appropriate to the equipment, is up to date.
Electrical Safety- Use of Portable Electrical Appliances	Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
2- Short Term Action Required	Arrange for the fixed electrical wiring test for Southern Road Depot, to achieve compliance with the Electricity at Work Regulations 1989. Maintain a copy of the test certificate on file.

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Priority	Actions
3- Medium Term Action Required	Provide additional electrical sockets at the Town Hall to minimise the use of multi-point adaptor sockets and/or reduce the risk from trailing wires. Never connect extension leads together, as noted today. Combining extension leads puts additional stress on the sockets and fuses and can cause them to overheat and potentially catch fire, should their safety fuses fail.

## Fire Safety Overview

Hazards	Risk Rating	People Exposed
<p>Sources of Ignition: electricity including portable appliances, gas fired equipment and smoking.</p> <p>Combustible material: paper, packaging, fixtures and furnishings</p>	Medium	<p>All employees</p> <p>Contractors</p> <p>Emergency Services</p> <p>Visitors</p>

## Current Controls

Subject Area	Controls in Place
Fire Safety Overview- Arrangements with Emergency Services	<p>Arrangements are in place to liaise with the emergency services in the event of a fire.</p> <p>Suitable procedures are in place for the calling of emergency services.</p>
Fire Safety Overview- Assembly point(s)	<p>A designated fire assembly point has been provided.</p> <p>The location of the assembly point is clearly shown on fire action notices.</p>
Fire Safety Overview- Disabled Persons	<p>General arrangements are in place for the evacuation of disabled persons.</p>
Fire Safety Overview- Drills	<p>Periodic fire drills are carried out. The last drill was recorded in October 2015.</p> <p>The premises can be evacuated within 5 minutes (2-3 minutes optimum timings).</p>
Fire Safety Overview- Emergency Lighting	<p>All emergency lighting tests are recorded.</p> <p>Emergency lighting undergoes a bi-annual service inspection by Oakpark. Last seen August 2015.</p> <p>Means of escape routes within the building and final exits have adequate emergency lighting.</p> <p>The emergency lighting system is tested monthly.</p>

Subject Area	Controls in Place
Fire Safety Overview- Evacuation Plans	<p>A fire evacuation plan has been prepared.</p> <p>All employees are familiar with their role in the fire evacuation plan.</p> <p>All employees have been given instructions and training in the fire evacuation plan.</p>
Fire Safety Overview- Fire Detection and Alarms	<p>The fire alarm is audible in all occupied parts of the building.</p> <p>The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.</p> <p>The fire alarm system includes automatic detection of fire/smoke.</p> <p>The fire alarm system is periodically tested, inspected and maintained by a competent person/company at least once every six months. This is completed by contractors Oakpark. Last seen August 2015.</p> <p>The premises are fitted with a fire alarm.</p>
Fire Safety Overview- Fire Extinguishers	<p>All fire extinguishers are annually inspected and serviced by a competent person. Contractor 'Executive Fire Protection' completes annual inspections, last seen June 2015.</p> <p>All fire extinguishers are located on fire exit routes or at final exits.</p> <p>An adequate amount of fire extinguishers have been provided.</p>
Fire Safety Overview- Risk Assessment	<p>A specific fire risk assessment has been carried out. This was completed by Contractor J H Bodgian for the Town Hall and Southern Road in October 2015.</p> <p>The recommendations from the fire risk assessment have been implemented.</p>
Fire Safety Overview- Signage	<p>All lifts are signed as to the prohibition of their use in event of a fire/emergency.</p> <p>Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.</p> <p>Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.</p>

Subject Area	Controls in Place
Fire Safety Overview- Staircases and external fire escapes	Staircases have colour contrasting stair nosings.
Fire Safety Overview- Weekly Checks	<p>Monthly fire checks include ensuring that extinguishers have not been operated.</p> <p>Monthly fire checks include verifying that all the extinguishers are in their correct locations.</p> <p>Monthly fire checks on extinguishers are recorded.</p>

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
3- Medium Term Action Required	<p>Indicate the location of the assembly point(s) on fire action notices. Complete fire action notices at the Depot.</p> <p>Ensure fire door at the Depot, which is extremely difficult to open and now poses a significant risk in the event of a fire, is repaired or replaced at the earliest opportunity, as discussed.</p> <p>Carry out or commission a specific fire risk assessment for the Depot.</p> <p>As this is the only evacuation route from the first floor please provide under-stair 30 minute fire protection at the Depot, as discussed previously.</p> <p>Relocate external wood pile currently stored next to the Depot wall as this could present an arson risk.</p> <p>Ensure that by staff shouting "Fire, Fire, Fire" can be heard in all occupied parts of the Depot.</p> <p>Improve the fire evacuation time. To do this, you will need to understand the reasons for the delays and overcome these. Practice the evacuation until the premises can be evacuated within 3 minutes.</p>
4- Longer Term Action Required	Consider increasing fire extinguisher checks to weekly checks.

## First Aid

Hazards	Risk Rating	People Exposed
Delayed administration of first aid may lead to the consequences of injuries/ill health being exacerbated.	Medium	All employees Members of the public Visitors

### Current Controls

Subject Area	Controls in Place
First Aid- Equipment	Company vehicles are provided with first aid kits. First aid boxes are provided at key locations accessible to all employees. Persons have been nominated to take charge of the first aid kits and ensure they are kept fully stocked.
First Aid- Personnel	An adequate number of first aiders trained in Emergency First Aid at Work (EFAW) are provided for all work shifts.

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
3- Medium Term Action Required	Nominate one person to take charge of the first aid kits to ensure that the FA box in the Town Hall can be accessed easily e.g. very difficult to open. Ensure the small first aid kit at the Depot is included in the regular contents checking regimes.

## Gas Safety

Hazards	Risk Rating	People Exposed
Fire Explosion	Medium	All employees Contractors Members of the public Visitors

## Current Controls

Subject Area	Controls in Place
Gas Safety- Controls	<p>Gas pipework is protected from damage by vehicles by the provision of robust barriers or is safe by position.</p> <p>In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.</p> <p>Records are maintained of the inspection and servicing of gas appliances and installation.</p> <p>The gas supply isolators are readily identifiable.</p> <p>The premises' gas appliances and installation/supply pipes are subject to regular annual inspection by a competent person. Gas supplies are inspected by contractor JJ Plumbing and Heating. Inspections performed at Southern Road and the Town Hall in December 2014.</p>

# H&S Management

## Current Controls

Subject Area	Controls in Place
H&S Management- Accidents and Incidents	<p>Accident reporting forms are kept and form the 'Accident Book'.</p> <p>All serious accidents and/or incidents are investigated to determine the probable cause.</p> <p>An Accident Book is provided for the recording of accidents.</p> <p>Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.</p> <p>There are arrangements in place to report any work-related ill-health.</p> <p>There is a near miss or incident reporting procedure.</p>
H&S Management- Communication and Consultation	<p>Health and Safety is a regular agenda item on meetings that are held with staff.</p> <p>Suitable arrangements are in place for communicating with and consulting staff on Health and Safety matters.</p>
H&S Management- Emergency Plans	<p>Procedures for serious or imminent danger are established.</p> <p>Staff are provided with suitable training in emergency plans and understand their role within them.</p> <p>There are suitable arrangements with external services in the event of an emergency.</p>
H&S Management- Employee Training	<p>Accurate records of the training provided are maintained.</p> <p>Arrangements have been made for staff to be given basic Health and Safety training.</p> <p>Induction training for new staff includes health and safety subjects.</p>

Subject Area	Controls in Place
H&S Management- Employee Training	<p>Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training.</p> <p>Training needs are regularly re-assessed as jobs change and refresher training is carried out as and when needed.</p>
H&S Management- Monitoring and Measurement	<p>Monitoring of health and safety controls and standards is carried out and recorded.</p> <p>Performance for health and safety is fed back to the most senior level of the organisation.</p> <p>The company has established performance criteria for health and safety.</p> <p>The Health and Safety action plan is prioritised and monitored to ensure actions are taken in suitable time frame.</p>
H&S Management- Organisation	<p>Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.</p> <p>The most senior member of the management team, Town Clerk Graham Hunt, has accepted that they have overall and final responsibility for the safe running of the business.</p> <p>The organisation has an effective structure in place for the management of health and safety.</p> <p>Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.</p> <p>Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.</p>
H&S Management- Risk Assessment	<p>Risk assessments are carried out by suitably competent persons.</p> <p>Risk assessments are in place for the organisation's activities.</p>
H&S Management- Statutory Notices	<p>A copy of the employers' liability insurance certificate is displayed. Certificate expires in May 2016.</p> <p>The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.</p>

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**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	The Health and Safety Policy is being reviewed by Ellis Whittam and will be sent to you in due course.
4- Longer Term Action Required	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.

## Ladders

Hazards	Risk Rating	People Exposed
Falling objects	Medium	Greens keeping staff

### Current Controls

Subject Area	Controls in Place
Ladders- Controls	<p>Ladders are checked by the user before use.</p> <p>The height of the ladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching.</p> <p>Three points of contact can be reasonably maintained for the duration of most of the work when using the ladders and a good hand hold is available.</p>
Ladders- Controls (2)	<p>Ladder users are competent to use them safely.</p> <p>Ladders are rested against solid surfaces.</p> <p>Ladders are used when weather conditions are suitable.</p>
Ladders- Controls (3)	<p>Ladder users wear suitable footwear.</p> <p>Ladders are only used as a workstation where the use of other safer equipment cannot be used due to specific site features or it is not justified because of the low risk and the short duration of use.</p> <p>Ladders are stored securely.</p> <p>Ladders are suitable for use.</p>

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**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	Record all instruction and training given to ladder users.

## Legionella Bacteria

Hazards	Risk Rating	People Exposed
Inhalation of Legionella Bacteria	Medium	All employees Contractors Maintenance staff Members of the public

### Current Controls

Subject Area	Controls in Place
Legionella- Controls	The premises have been assessed to identify potential sources of legionella growth and dissemination. I understand that an assessment was completed in November 2015 for both the Town Hall and Southern Road. Reports are not available as yet.

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
3- Medium Term Action Required	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.  Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C.

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<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.
4- Longer Term Action Required	Keep records of all checks and samples taken. Records should be kept for 2 years.

## Lone Working

Hazards	Risk Rating	People Exposed
Lack of supervision	Medium	Female workers Lone workers Young People

### Current Controls

Subject Area	Controls in Place
Lone Working- Emergencies	Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio).

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
3- Medium Term Action Required	<p>Undertake a risk assessment which covers all work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk.</p> <p>Define activities which can and cannot be undertaken alone. Adopt a policy that states mandatory and prohibited activities.</p>

## Manual Handling

Hazards	Risk Rating	People Exposed
Musculoskeletal injuries due to: lifting and carrying stock and equipment.	Medium	All employees

### Current Controls

Subject Area	Controls in Place
Managing Manual Handling	<p>Manual handling training has been provided for employees identified as being at risk. Training provided in November 2015.</p> <p>Protective clothing is issued to employees to minimise the risk of manual handling injuries.</p> <p>Wherever practical the manual handling of loads likely to result in a risk of injury is avoided.</p>

## Passenger & Goods Lifts

Hazards	Risk Rating	People Exposed
Entrapment within the lift car. Maintenance of the lifting equipment.	Medium	All employees Contractors Members of Public Visitors

### Current Controls

Subject Area	Controls in Place
Lifts- Emergencies	Suitable warning notices are displayed at the lift landings to warn people not to use the lift in the event of fire or emergency.
Lifts- Maintenance and Thorough Examination	A service contract is established for lifts to ensure they are regularly maintained, inspected and tested.  Lifts are thoroughly examined by a competent person at appropriate intervals. This is completed by Chiltern Lifts. Last seen September 2015. It appears that the lifts are inspected every two months, rather than the usual six months.
Lifts- Safety Measures	A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.  Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

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**Actions (please see Action Planner for suggested timeframes for completion)**

Priority	Actions
2- Short Term Action Required	The lift car should be fitted with an audible alarm button/telephone. Ensure that the audible alarm/telephone is checked regularly and record all tests.
3- Medium Term Action Required	Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.

## PPE

Hazards	Risk Rating	People Exposed
Failure to provide the correct PPE for the risks involved.	Medium	All employees

## Current Controls

Subject Area	Controls in Place
Personal Protective Equipment (1)	<p>Employees are issued with PPE appropriate to the hazards to which they may be exposed.</p> <p>Records are kept of PPE issued.</p> <p>Supervisors enforce the wearing of PPE.</p>
Personal Protective Equipment (2)	<p>Appropriate accommodation is provided for the storage of PPE when it is not in use.</p> <p>PPE is issued on a personal basis where sharing may result in hygiene issues.</p> <p>PPE is periodically checked to ensure it remains effective against the risk for which it is designed.</p> <p>The PPE does not increase the overall risk to the employee.</p> <p>Where different items of PPE are required to be worn they are compatible with each other.</p>

## Stress

Hazards	Risk Rating	People Exposed
Increased occupational ill health. Poor performance from fatigue/debility affecting concentration. Increased absence, high staff turnover, low morale.	Medium	All employees Managers Supervisors

### Current Controls

Subject Area	Controls in Place
Stress- Information and Training	A support system is in place for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling. This is via Oxfordshire County Councils' Occupational Health Department, should it be required.

### Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
3- Medium Term Action Required	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.
4- Longer Term Action Required	Provide employees with information on stress. Establish a stress policy in consultation with employees and bring to the attention of all.

## Work Equipment

Hazards	Risk Rating	People Exposed
Breakdown / failure	Medium	All employees Contractors Maintenance staff

### Current Controls

Subject Area	Controls in Place
Work Equipment- Maintenance	Work equipment is subject to a planned maintenance system / inspection programme. I understand that Greens-keeping machinery e.g. Kubota vehicle, Strimmers, mowers etc. are maintained by the contractors Browns on either an annual basis or by hourly use. Records not seen. UniCarriers maintain the Pallet Truck, last seen in October 2015.
Work Equipment- Safety	Suitable guards are fitted to prevent access to dangerous parts of any work equipment. Use of work equipment is restricted to trained/experienced or authorised personnel. Work equipment provided has a means to isolate from any energy sources e.g. Electricity, gas, compressed air etc. Work equipment risk assessments have been completed.
Work Equipment- Suitability	Work equipment provided is suitable for the processes / tasks and environment.

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**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	Arrange for work equipment in the Depot e.g. Pump truck and the Air compressor (as per previous reports recommendation) to undergo regular inspection and planned maintenance as appropriate.  Keep records of inspections and maintenance for work equipment readily available to view.

## Workplace HSW

### Current Controls

Subject Area	Controls in Place
Workplace- Cleanliness and Waste	<p>Adequate and suitable waste receptacles are provided throughout the workplace.</p> <p>General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.</p> <p>The furniture, walls and floor are kept clean and in good decorative order.</p>
Workplace- Falls & Falling Objects	<p>Shelving is strong and secure and suitable for the materials stored on it.</p> <p>Stored materials and objects are stable.</p>
Workplace- Floors & Traffic Routes	<p>Access steps into the premises are in good condition.</p> <p>Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.</p> <p>Suitable handrails are fitted to stairs / steps.</p> <p>The floors are free from slipping and tripping hazards.</p> <p>The floors/floor coverings are in good condition.</p>
Workplace- Lighting	<p>Adequate lighting is provided to all of the external areas.</p> <p>The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.</p>
Workplace- Room Dimensions and Space	<p>Workrooms have enough free space to allow people to get to and from workstations and to move with ease.</p>
Workplace- Smoking	<p>A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.</p>

Subject Area	Controls in Place
Workplace- Temperature	Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level. Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.
Workplace- Ventilation	An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.
Workplace- Welfare Arrangements	Sanitary conveniences are suitably ventilated, lit and kept clean. Sanitary conveniences have warm/hot water, soap and means of drying. Suitable and sufficient sanitary conveniences are provided and readily accessible.
Workplace- Welfare Arrangements (2)	An adequate supply of water is readily available and cups provided. An adequate, suitable and secure space is provided to store workers' belongings. Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.
Workplace- Welfare Arrangements (3)	A means of heating food is provided where hot food cannot be obtained nearby. Suitable changing facilities are provided with storage for work clothing. The rest area includes the facility to prepare or obtain a hot drink.
Workplace- Windows, Transparent and Translucent Surface	Transparent or translucent surfaces are apparent or suitably marked. Windows can be cleaned safely.
Workplace- Workstations and Seating	Seating provided gives adequate support for the lower back and footrests are provided for those that need them. Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

**Actions (please see Action Planner for suggested timeframes for completion)**

<b>Priority</b>	<b>Actions</b>
3- Medium Term Action Required	Inspect loose paving stones at the entrance to the Southern Road premises as they are uneven and may become a trip hazard. Review cause, and repair damp area (in the entrance hallway of the Depot) as discussed. Review provision of ventilation in the showers at Southern Road, as there is evidence of mould on the ceilings.
4- Longer Term Action Required	Consider provision of a maintenance regime for the main shutter doors at the Depot.